



STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

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E-Mailed October 18, 2007 (CMR)
Advisory Administration Unit
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Date: October 18, 2007

To: Michigan Works! Agency (MWA) Directors

From: Alisande Henry, Manager
Advisory Administration Unit

Subject: Michigan Department of Labor & Economic Growth Policies regarding the Local Workforce Development Board (WDB), Education Advisory Group (EAG), and Youth Council (YC) responsibilities, compositions and recertification for Calendar Years (CY) 2008 (January 1 through December 31, 2008), and 2009 (January 1, 2009, through December 31, 2009).

Programs Affected: All Programs Administered by the MWAs

Rescissions: Bureau of Workforce Programs (BWP) Policy Issuance 05-13 and subsequent changes.

References: The Workforce Investment Act of 1998
The Job Training Partnership Act of 1992
Open Meeting Act, MCLA P.A. 267 of 1976
BWP Michigan Works! Systems Plan, PI 06-29, Issued March 14, 2007
State of Michigan Public Act 297 of 2000
State of Michigan Public Act 491 of 2006

Background: Michigan's Workforce Investment System integrates workforce development and economic development in order to meet the needs of both employers and job seekers. The System increases the ability of Michigan citizens to find new jobs, retain employment, and advance their skills and addresses employer's needs for skilled workers and training to promote economic development. Key components of this System are the 25 local WDBs, EAGs, and YCs charged to develop and operationalize Workforce Development Strategic Plans designed to affect the skills of the workforce in their respective regions.

Policy:

This policy provides the due dates for the submittal of all documentation necessary for the recertification of each local WDB, EAG, and YC for CYs 2008 and 2009. All required forms and instructions are attached. The changes in this policy from the previous issuance are as follows:

Section I - Roles, Responsibilities, and Strategic Intent has been added to include foresight direction for the WDBs and also includes the chart depicting Specific Responsibilities of WDBs and EAGs. YCs have been added to this chart. Section I also includes citations from the WIA Act on specific responsibilities for the WDB and the YC.

Section II - The WDB Composition Requirements has been updated to incorporate State of Michigan Public Act 491 of 2006.

Section VII - Staff Delivery of Client Services has been updated to provide clarity.

Section VIII - has been updated to include the conflict of interest example of a WDB member chairing a Joint Adjustment Committee.

Attachment III - the Workforce Development Board Disclosure Report Form must now be signed by the Chief Elected Official.

Please Note: Forms to be utilized for this recertification cycle are attached, and some of them have been updated. **Any prior format of the form will not be accepted.**

Action:

The EAG recertification materials shall be submitted electronically via e-mail no later than Friday, October 26, 2007, to Mr. Christopher Rosborough at Rosboroughc@michigan.gov. The WDB and the YC recertification materials shall be submitted electronically via e-mail no later than Friday, November 2, 2007, to the attention of Mr. Rosborough. No extensions will be granted.

With the submissions of the WDB recertification materials, please submit a hard copy of Attachment II: Conflict of Interest Attestment/Waiver Request Form, and the Workforce Development Board Disclosure Report Form with original CEO signatures to the attention of:

Mr. Christopher Rosborough, Workforce Specialist
Michigan Department of Labor & Economic Growth
Executive Office
Advisory Administration Unit
P.O. Box 30004
Ottawa Building, 4th Floor, 611 West Ottawa Street
Lansing, Michigan 48909

Further, this is the first time that certification of the boards will be conducted on a biennial basis. Please submit to this office by December 15, 2008, the schedule of EAG meetings and WDB meetings for CY 2009. Also, please submit to this office the WDB Disclosure Report Form for 2008, with original CEO signature no later than December 15, 2008.

MWA officials will follow the policies contained in this issuance, effective immediately, through December 31, 2009.

Inquiries:

In accordance with the Americans With Disabilities Act, the information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Questions regarding this policy should be addressed to Mr. Christopher Rosborough, at 517-335-5889 or rosboroughc@michigan.gov.

Expiration

Date:

December 31, 2009

AH/CMR/rkp
Attachments

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I. Roles, Responsibilities, and Strategic Intent

The Workforce Development Boards (WDBs) exist to help position Michigan's workforce to be the competitive asset for Michigan employers and to help these employers hire and retain the talent they need to drive their success. The roles they play have shifted and encompass a much different and expanded set of skills and knowledge than in prior years.

- A. Michigan's WDB's play a vital set of roles within the state's workforce system. Some of these roles are delineated in the Workforce Investment Act (WIA). Others are based on state policy. It is the State of Michigan's strategic intent that WDBs across the state be highly effective across three dimensions:
1. To serve as conveners and catalyst of many stakeholders within their communities to identify and resolve workforce development issues and opportunities. WDBs should:
 - Center much of their work on the strategic areas of community building visioning, and change management around important local/regional issues.
 - Support entrepreneurial activities and public policy debate around workforce within their communities.
 - Collaborate and integrate their efforts with economic development organizations in their region, and focus on how to jointly and mutually be effective in defining and addressing issues facing regional economics.
 2. To create and maintain comprehensive workforce investment plans for their regions, and engaging diverse constituencies in the process.
 - The strategic planning function should be a cornerstone activity for the boards. Engaging various community leaders, including locally elected officials, education representatives, and community-based organizations in a process that builds alignment and ownership for the plan, as well as engaging the active participation of the various stakeholder communities needs to become a pivotal part of the boards' mission.
 3. To oversee the funding and delivery of services to employers and jobseekers across WIA, Jobs, Education, and Training (JET), and other resources, through Michigan Works! Service Centers and other delivery means.
 - WDBs will be the oversight and quality standard bearers in the implementation of these (and other) state and federal programs.
 - WDBs will continue to have the responsibilities of oversight of the YCs, the Education Advisory Groups (EAGs), and the formation of rapid response teams.

- WDBs responsibilities will remain tied to the procurement of one-stop operators, certification of Michigan Works! Service Centers and the initiator of the Memorandums of Understanding (MOUs) as determined by the local partners participating in the workforce system.

The state's expectations regarding additional resource attainment is one that is pivotal to the expanded role that the WDBs will play. WDBs should be focused on securing additional funding for the programs, activities and planning developed locally in order to attain the business solutions needed and guided by their strategic plan.

Transitioning into the 21st Century will be a challenge for Michigan and its Workforce system. WDBs will help secure success by following the path they themselves have laid out in their Vision for the 21st Century, from their continued alliance with the State of Michigan and its strategic intent concerning roles and responsibilities, as well as with the partnerships they engage in with other state, local, and community agencies.

- B. Specific Responsibilities of WDBs, EAGs, and YCs for Selected Programs and Activities within the Michigan Workforce Investment System are outlined in the following chart.

PROGRAMS/ACTIVITIES	RESPONSIBILITIES		
	WDBs	EAGs	YCs
Programs for which Board is responsible – Local Elected Official (LEO) is granting recipient (e.g., Workforce Investment Act Title I, Postsecondary Perkins, etc.)	<ul style="list-style-type: none"> Decision making authority 	<ul style="list-style-type: none"> Advise WDB 	<ul style="list-style-type: none"> Advise WDB
Federal Adult Education	<ul style="list-style-type: none"> Encourage alignment with Strategic Plan. 	<ul style="list-style-type: none"> Advise WDB 	<ul style="list-style-type: none"> Advise WDB
Adult Education – School Aid Section 107	<ul style="list-style-type: none"> Encourage alignment with strategic plan 	<ul style="list-style-type: none"> Encourage alignment with strategic plan 	<ul style="list-style-type: none"> Encourage alignment with strategic plan
Tech Prep	<ul style="list-style-type: none"> Encourage alignment with strategic plan 	<ul style="list-style-type: none"> Review and Comment on Plans 	<ul style="list-style-type: none"> Encourage alignment with strategic plan
Secondary Perkins	<ul style="list-style-type: none"> Encourage alignment with strategic plan 	<ul style="list-style-type: none"> Review and Comment on Plans 	<ul style="list-style-type: none"> Encourage alignment with strategic plan
Postsecondary Perkins	<ul style="list-style-type: none"> Encourage alignment with strategic plan 	<ul style="list-style-type: none"> Review and Comment on Plans 	<ul style="list-style-type: none"> Encourage alignment with strategic plan
Michigan Works! One-Stop System	<ul style="list-style-type: none"> Decision making authority 	<ul style="list-style-type: none"> Advise WDB on any education related issue 	<ul style="list-style-type: none"> Advise WDB on any youth related issue
<i>Strategic Planning</i>			
Strategic Planning: Unify the above state and federal programs, as well as locally managed resources that have an impact on the Michigan Workforce Investment System.	<ul style="list-style-type: none"> Overall management of the process Submit “Strategic Plan” to Department of Labor & Economic Growth Programs for which Board/LEO are responsible - decision making 	<ul style="list-style-type: none"> Advise the WDB on education related issues Programs for which EAG members are responsible - decision making 	<ul style="list-style-type: none"> Advise the WDB on youth related issues.

- C. Listed below is a compilation of many of the citations from the WIA in regards to the purpose, functions, and responsibilities of the local WDBs and YCs.

1. Workforce Development Boards

The Chief Elected Officials (CEOs) and local workforce investment boards work together and in partnership to ensure that workforce development needs in a local workforce area are met, and that local workforce service goals are achieved.

- a. The WIA, Section 117 (a) Establishment, states:

“There shall be established in each local area of a state, and certified by the Governor of the State, a local workforce investment board, to set policy for the portion of the statewide workforce investment system within the local area (referred to in this title as a “Local workforce investment system”).”

Purpose & functions of the local WDBs:

- Approve local Workforce Investment Plans.
- Ensure the achievement of local performance measures.
- Develop a local plan that:
 - selects service center operators
 - selects youth providers
 - identifies eligible training providers
 - identifies intensive services providers
 - develops a budget
 - provides direction for the disbursement of funds.
- Provide program oversight
- Negotiate performance measures
- Assist in developing the statewide employment statistics system
- Coordinate the WIA programs and economic development
- Promote the participation of the Private Sector
- Comply with the Sunshine Provision; provide information on local board activities
- Establish a YC

- b. WIA, Section 108

Develop a five-year plan that:

- Ensures Continuous Improvement
- Develops MOU w/ each of the Service Center Partners
- Describes assessment of fiscal agent, eligible providers, and Service Center delivery
- Coordinates Rapid Response.

- Provides for local comment
 - Solicits comments for the local plan
 - Designates (w/ the CEO) on certifying Service Center operators
- c. WIA, Section 122
- Establishes a list of Training Providers
- d. WIA. Section 117(h) YCs
- Establishment – There shall be established, as a subgroup within each local board, a youth council appointed by the local board, in cooperation with the chief elected official for the local area.
 - Duties:
 - Develop a local youth plan
 - Recommend eligible youth providers.
 - Conduct oversight
 - Coordinate youth activities

II. WDB Composition/Requirements

The WIA, Section 117(i), Local Workforce Investment Boards, paragraph (I) Alternative Entity allows for the “grandfathering” of the Job Training Partnership Act (JTPA), Private Industry Councils (PICs). The State of Michigan has exercised this option. WDBs must comply with Section 102 and Section 103 of the JTPA, which identify PIC requirements for the governance of JTPA programs. Minimally, the composition of WDBs, for all voting members, must meet the following requirements for PIC composition.

- A. Private Sector Representation: A majority of the membership and the chairperson shall be private sector representatives. In addition:
- Private Sector members shall represent the industrial and demographic composition of the business community within the Michigan Works! Agency (MWA) area.
 - Two private sector members must be representatives from the 15 largest businesses with the geographical boundaries of the MWA. The largest businesses are to be determined by the number of employees. Local source documents shall be utilized to make these determinations and maintained on-site for monitoring purposes.
 - A local elected official (LEO) may be appointed as a member representing the private sector; however, this individual may not serve as chairperson of the board. This official must meet the definition of private sector and must undergo

the nomination process. LEOs may only be appointed to serve as representative of the private sector, with no more than two-elected officials serving on a board.

For purpose of this policy, LEOs are defined as county commissioners, mayors, or city council members of the jurisdiction(s), which has previously been designated by the Governor as a MWA. This definition of LEO excludes other elected officials, such as county clerks, county treasurers, township supervisors, school board members, etc.

- Private sector representatives from hospitals or health care institutions must represent private non-profit facilities.

- B. Educational Representation: At least two representatives from educational agencies, which are defined (WIA, Section 117 (b)(2)(A)(ii)) as representatives of local education entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (Including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities.

By majority vote, the Education Advisory Group (EAG) may choose to nominate one of the two required education representatives.

CEOs should give considerable priority to this nomination when selecting WDB members.

- C. Employment Service Representation: WDB membership must include one representative from Employment Service (ES). An individual will be selected to fill this slot from one of the following options:

- ES State staff person,
- Employer who is currently utilizing and has extensive background in utilizing ES services, or
- Designation of the entire WDB as the ES representative.

- D. Additional Representation: At least one representative each from: organized labor, community-based organizations (CBOs), vocational rehabilitation, economic development, Michigan Department of Labor and Economic Growth, and Michigan Department of Human Services, is required to serve on each board.

- The combined representation from organized labor and CBOs shall constitute at least 15 percent of the total membership of the board.
- The term “community-based organization” means a private non-profit organization that represents a community, or a significant segment of a

community, and has demonstrated expertise and effectiveness in the field of workforce investment. (WIA, Section 101 [7])

- The term “economic development agencies” includes local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.
 - State of Michigan Public Act 491 of 2006 mandates that a representative from the Department of Labor & Economic Growth (DLEG) be on each WDB. This representative may be an employee of the Employment Service, Michigan Rehabilitation Services, the Michigan Commission for the Blind, or another employee of the Department. In this instance, dual representation will be allowed.
- E. Sector Representation: All WDB members must be currently employed in the sector they represent, with the exception of the ES representative and possibly the education and labor representatives. Individuals are prohibited from representing more than one sector, except for the DLEG & ES representative. The nominations and individuals selected as private sector members to the board must reasonably represent the industrial and demographic composition of the business community within the MWA’s service area. Individuals representing all other required board sectors must be diverse and representative of the demographic composition of the communities in which services are delivered.

III. Youth Council (YC)

As required by the WIA, WDBs must designate YCs to provide insight and guidance on youth-related issues.

YC Composition: The WDB options in formulating a YC include:

- A subgroup of the WDB. DLEG policy requires YC membership to include, at a minimum:
 - All private sector members
 - Economic development representative
 - Organized labor representative
 - CBO representative
 - Rehabilitation representative
 - YCs can be expanded to include additional WDB members beyond the minimum required above
- OR
- Designation of the entire WDB as the YC; or
 - Designation of the EAG as the YC.

A. Additional Input: Because Michigan's WDBs are considered to be alternative entities, the WIA requires local areas to ensure that their YCs seek input from specialists and organizations beyond those represented in the grandfathered composition of the boards, including:

- Service agencies,
- Juvenile justice and local law enforcement agencies,
- Local Public Housing Authorities,
- Parents of eligible youth,
- Former youth program participants,
- Representatives of organizations with experience relating to youth activities, and
- Local Job Corps Centers.

For example, a local area may choose to create a separate advisory council, composed of the parties additionally required under the WIA, to provide insight to the WDB on YC activities, or the WDB can add non-voting members with specific youth experience to address the broader representation envisioned in the WIA.

In addition, the local EAG may be designated as the local WIA YC, with the addition of voting or non-voting members that represent all of the required YC members under the WIA.

IV. Education Advisory Group (EAG) Composition/Requirements

The WIA encourages boards to work closely with local schools and colleges to improve the skills of the workforce. The EAG will advise the WDB regarding the educational portion of local strategic plans and programs. In addition, the EAG will coordinate with other educational entities in guiding career development programs, such as high schools, community colleges, career and technical education, tech prep, and adult education programs.

A. State Law: In accordance with State of Michigan Public Act 491 of 2006:

- A local WDB shall appoint an EAG to operate in the Michigan works area and serve in an advisory capacity to the board on educational issues. The board shall appoint the chairperson of that group.

An EAG appointed under this section shall include local WDB members and representatives of employers, labor representatives, local school districts, postsecondary institutions, intermediate school districts, career and technical educators, public school parents, and academic educators. An education advisory group member, except for the public school parent sector, shall be employed in the sector he or she represents.

- Conflict of interest provisions do not apply to the EAG.
 - The “employer” sector representative(s) must be from the private sector and a non-WDB member(s).
- B. **Sector Representation:** There must be at least one person in each sector. All dual sector representation is prohibited:

It is a requirement that there be representation by professionally senior people who have the authority to speak for their institutions and who have a clear understanding of the role and capabilities of other educational institutions and organizations in the region.

In addition to appointing these individuals to the EAG, the WDB has the added responsibility of appointing the EAG chair and arranging for EAG staff support.

V. WDB Nomination/Appointment Process

The CEOs make all appointments to the WDB based on nominations received from local entities representing the sector for the appointment. The CEO shall ensure all appointees reflect the broad scope and mission of the board, and that the sector is represented with the geographical borders of the WDB.

- A. Private Sector: Private sector representatives shall be selected from among individuals nominated by general-purpose business organization (i.e., Chamber of Commerce), after the organizations consult with and receive recommendations from other business organization in the MWA area. The number of such nominations shall be at least 150 percent of the number of individuals to be appointed. The nominations and the individuals selected from such shall reasonably represent the industrial and demographic composition of the business community.
- B. Education Sector: Education representatives shall be selected from among individuals nominated by regional or local educational agencies, vocational education institutions, institutions of higher education (including entities offering adult education), or general organizations of such institutions (including the EAG) within the MWA area.
- C. Labor Sector: Labor representatives shall be selected from individuals recommended by recognized state or local labor federations. If the state or local labor federation fails to nominate a sufficient number of individuals to meet the labor representation requirements, individual workers may be included on the board to complete the labor representation.
- D. Labor & Economic Growth: These representatives shall be nominated by the department.

- E. Remaining Membership: The remaining members of the WDB shall be selected from individuals recommended by interested organizations.

VI. Member Reappointment Process

WDB members may be re-nominated to maintain his or her existing seat at the end of a term, provided the re-nomination is initiated by the same sector responsible for the original nomination. This decision is to be made at the discretion of the nominating sector without influence from the WDB. When a private sector member is re-nominated to the board, the 150 percent nomination process is not required.

VII. Staff Delivery of Client Services

In adherence to the WIA, Section 117 (f)(1)(B), WDB staff may not deliver client services for programs funded by the DLEG unless a waiver is granted prior to the beginning of the program. Client services are those participant activities authorized by the funding source and include intake, counseling, eligibility determination, and case management. Client service waiver requests for programs shall be submitted in a fashion to allow sufficient time for the DLEG staff to review requests for completeness and compliance with policy, on behalf of the Governor.

- A. Waiver Request: A waiver request to deliver client services must be submitted in writing to the DLEG with the following:

- A letter to the DLEG director requesting the waiver,
- Justification of the waiver, (see criteria below),
- The goals of the waiver and the expected programmatic outcomes if the request is granted,
- The processes used to monitor the progress in implementing the waiver,
- The time period the requested waiver covers,
- A description of the processes that provide any local entity(ies) affected by the waiver an opportunity to comment on the waiver request,
- A description of how the WDB will ensure meaningful public comment on the waiver, including comment by business and organized labor, and
- A letter of support from the local CEO.

- B. Waiver Justification: Appropriate examples of waiver justification to provide client services shall include one or more of the following:

- Evidence that a Request for Proposal (RFP) was released and that no responses to the RFP were received,
- Evidence that agencies responding to an RFP are not capable of providing the services required.
- Evidence that agencies currently providing services are not meeting the needs of participants and/or employers.

- A minimum of two years of historical data which demonstrates that MWA staff ha provided client services much more cost effectively than the responding agencies.
- C. Fact Finding Process: DLEG may approve or deny the request based upon the criteria set forth above. DLEG may require additional information prior to making a decision on granting a waiver. In such instances, the DLEG will contact the MWA director to schedule a fact-finding meeting. In addition:
- Prior to said meeting, the MWA director will be requested to place a meeting notice in local newspaper(s) and invite the agencies, which submitted proposals, plus any other agencies affected by the waiver request; local WDB members, local elected officials, and the general public to attend.
 - A staff member of the DLEG will attend the meeting to solicit further input on the waiver request.
 - The DLEG staff will report findings to the department, for consideration of the waiver request on behalf of the Governor.
- D. Waiver Approval: The requestor will be notified of DLEG’s action by DLEG staff. Until a waiver request is approved, MWA staff cannot deliver client services.

VIII. WDB Conflict of Interest Policy

WDB members must assure that their individual interests do not conflict or give the appearance of conflicting with their duties while serving in their appointed positions. Conflict of interest requirements must be met as soon as board members are appointed.

- A. Conflict of Interest Definition: A conflict of interest is a circumstance in which the member’s individual interest impairs, or gives the appearance of impairing their ability to make unbiased decisions or provide unbiased public services. A conflict of interest is also any matter before the WDB in which a member of the entity the member represents has a financial or personal interest, which is in conflict or gives the appearance of conflict with the execution of the member’s activities. An individual that appears to be motivated to acquire improper influence over the board also constitutes a conflict of interest.
- B. Federal Law: WIA, Section 117(g) states:
- A member of a local board may not:
- Vote on a matter under consideration by the local board regarding the provision of services by such member (or by an entity that such member represents) that would provide direct financial benefit to such member or immediate family of such member; or
 - Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the state plan.

- C. Federal Regulations: WIA Regulations, Section 667.200 states:
- A local board member or a YC member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his immediate family.
 - Neither membership on the local board or the YC nor the receipt of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions.
- D. Conflict of Interest Examples: A conflict of interest occurs when a WDB member is employed by an organization that receives funds under the direct control of the board, (such as service providers).
- A service provider is a business entity or person that contracts with a board to provide one or more workforce services, including core, intensive training, or other supportive services. Service providers are precluded from serving on the WDB, except for state agencies, and/or community colleges or universities.
 - Not only are WDB employees precluded from serving on the board, but also employees of agencies who are contracted by WDB to provide coordination services or administrative functions. Coordination is an administrative function that can be provided by WDB staff or contracted to another agency.
 - WDB members are prohibited from serving as Labor/Management Committee Chairs (Joint Adjustment Committee [JAC]) Chairs within their MWA jurisdiction.
- E. Abstention from Voting: Certain situations may require that the board member abstain from voting on issues with which they are affiliated and from influencing other votes on those issues, including:
- A WDB member serves on a board of another agency that receives funds under the direct control of the WDB and the individual is also an employee of that agency;
 - A WDB member serves on a board of another agency that receives funds under the direct control of the WDB, but is not employed by the agency;
 - A WDB member representing the education sector is a school board member for a district that receives funds under the control of the WDB, but not employed by the school district; and
 - Instances of abstentions from voting shall be recorded in the minutes, and shall identify the member(s) abstaining.
- F. Appearance of Conflict: Occasionally, there is an appearance of a conflict of interest when there is no actual conflict of interest. A WDB member may be associated with an organization that receives funds under the direct control of the board, but should not be construed as a conflict of interest. Examples include:

- WDB members that are employed by a company that receives compensation for the extraordinary cost of providing on-the job training (OJT) to program participants,
- WDB members that are employed by institutions of learning that receive funds from Training Vouchers or Individualized Training Accounts, and
- WDB member that are employed by a company that participates in the Incumbent Worker Program.

These instances must be reported on the WDB Disclosure Report (Attachment III) that describes the extent to which agencies with whom the WDB members are affiliated receive funds controlled by the board.

- G. **Responding to RFPs:** WDB members and committee members (individual serving on WDB committees may or may not be WDB members) representing agencies that are service providers or potential service providers that will be responding to RFPs are not to be appointed to any committee or subcommittee of the WDB that can directly affect the funding of current or potential service providers. Examples of such are proposal and performance review committees.

If an agency currently represented on a local WDB intends to respond to a bid process (RFP) for delivery of program services, the individual representing that agency must become an “inactive” member at the time of bid submission. The inactive status of a member will be recorded in the meeting minutes. In inactive status, a member does not receive information from the WDB for the duration of the bidding timeline, nor does he/she vote or participate at meetings of the WDB while in inactive status. Quorum policies would be applied to active members of the board. Inactive members may attend a meeting on the same basis as a member of the general public.

Upon award of a contract, if the member’s agency did not win the award, the individual is reactivated as a participating member. If the member’s agency is awarded a contract, the member must immediately resign.

IX. Adding New Members and Filling Vacancies

- A. **Adding New Members:** When a new member is appointed to the WDB, YC, or the EAG, the Membership Change Form (Attachment IV) must be completed and submitted to the DLEG Advisory Administration Unit (AAU) at the time a new member is appointed.
- B. **Filling Vacancies:** Vacancies must be filled within sixty (60) calendar days. In addition, vacancies do not count towards a quorum.

- C. Long-Term Vacancies: WDBs with outstanding long-term (older than 60 days) vacancies will not be certified until the vacancy is filled. If a position has been eliminated, the AAU must be notified with 30 days, utilizing the Membership Change Form.

X. WDB and EAG Alternates

Members of the WDB and EAG may have official alternates appointed to attend meetings on their behalf.

- A. EAG Alternates: Must be from the same sector as the original member; i.e., a postsecondary representative must have a postsecondary alternate; a WDB representative must have a WDB alternate. EAG alternates will be selected following the appointment process addressed in Section IV of this PI.
- B. WDB Alternates: If the WDB chooses to appoint alternates, each alternate is required to be from the same sector, but not necessarily from the same organization or company as the member who they represent. An example would be a WDB member who is a manager of a restaurant with the alternate being another restaurant manager without having to comply with the 150-percent nomination requirement. In addition:
- Although the 150-percent nomination requirement has been eliminated from the appointment of private sector alternates, the selection of designated WDB alternates will otherwise follow the standard nomination and appointment process.
 - Included in the process is the final appointment by the CEO based on nominations received from local entities representing the sector for the appointment.
 - Alternates must also satisfy all other requirements of a regular WDB member. The appointment of an alternate will not increase the WDBs total number of votes.

XI. Meeting/Minutes/Schedules/Quorums/Term Limits/Attendance/WDB Bylaws

- A. Meetings: One official meeting of the WDB and EAG shall, at minimum, be held each quarter. For WDBs choosing to meet quarterly, one or more subcommittees shall be formed, with meetings held in between the dates of the full WDB meetings.
- B. Minutes: In compliance with the Michigan Open Meetings Act (MCLA 15.261 ET, Seq., P.A. 267 of 1976) all WDBs, EAGs, YCs, and subcommittee(s), if applicable, shall adhere to Section 15.269, which states:
- Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at meetings open to the public, and the purpose or purposes for which a closed session is held.

- The minutes shall include all roll call votes taken at the meeting.
 - Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes reference. Corrected minutes shall be available no later than the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
 - Draft minutes shall be available for public inspection at the MWA administrative office not more than eight business days after the meeting to which the minutes refer.
 - Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes are approved by the public body.
- C. Posting of Meeting Minutes: In regard to posting minutes on the World Wide Web:
- All approved meeting minutes for the same bodies shall be posted in like fashion not more than five business days after the meeting, at which they were approved. Hard copy need not be submitted to DLEG.
 - All posted meeting minutes must remain on the website for a minimum of at least one year.
- D. Schedules: The schedule of WDB, EAG, and subcommittee(s) (if applicable) meetings and locations for CY 2008 must be submitted with the recertification package, and posted on the MWA's website. The website address that contains the minutes must be provided with these schedules. A schedule of WDB, EAG, and subcommittee meetings and locations for CY 2009 shall be submitted to the AAU when it is developed, but no later than December 15, 2008.
- E. Quorum: No official WDB or EAG business may be conducted in the absence of a quorum. To constitute a quorum, 50 percent of the total membership at the time of the meeting must be in attendance. Vacancies do not count towards a quorum.
- F. Term Limits: WDB members shall be appointed for fixed and staggered terms, also may serve until a successor is appointed, (within the allowable 60 days) to fill a vacancy. One term may not exceed three years.
- G. Attendance: Attendance requirements and associated penalties must be developed and detailed in the local WDB/EAG bylaws.
- H. WDB By-laws: Must address a procedure to be followed in the event the board chooses not to accept the EAG's recommended course of action.

**WORKFORCE DEVELOPMENT BOARD
CONFLICT OF INTEREST ATTESTMENT FORM**

INSTRUCTIONS

The Conflict of Interest Attestment/Conflict of Interest Waiver Request Form must be submitted during the Recertification Process. This form is an Attestment that a conflict of interest **does not exist** in regard to all WDB members, and needs to be signed by the Chief Elected Official and submitted to the Advisory Administration Unit of DLEG.

**WDB CONFLICT OF INTEREST ATTESTMENT
CALENDAR YEAR 2008**

Michigan Works! Agency:_____

CONFLICT OF INTEREST ATTESTMENT



I, the undersigned, do attest that a conflict of interest does not exist with any of these Workforce Development Board members.

Chief Elected Official's Signature:

Date:

**WORKFORCE DEVELOPMENT BOARD (WDB)
DISCLOSURE REPORT FORM**

INSTRUCTIONS

This form is required to report the amount of funding received by agencies affiliated with WDB members, for the prior year.

The WDB Disclosure Report Form requires the following information:

- Name of individual member affiliated with an agency receiving funds controlled by the WDB.
- Name of agency with which the member is affiliated.
- Type of funding (Workforce Investment Act, Work First, (JET), Wagner Peyser) affiliated agency receives.
- Amount of funds received by affiliated agency.
- Briefly, describe the purpose of funding received by an affiliated agency.

Workforce Development Board Disclosure Report Form
January 1, 2006, through December 31, 2007

WDB Member Name	Agency Affiliation	Type of Funding	Amount	Purpose of Funding

Chief Elected Official's Signature: _____ **Date:** _____

CHANGE IN MEMBERSHIP FORM Instructions

Following are the instructions for the Change in Membership Form for Workforce Development Board (WDB), Youth Council (YC), and Education Advisory Group (EAG) members.

Header: Identify the Michigan Works! Agency (MWA) by name and identifying number.

Section I: Membership Category

Check each category that applies. If this change concerns a WDB member only, check the first corresponding area. If this concerns a member of the WDB, EAG, and YC, check all three-category areas. If this change affects the chair of the board, EAG, or Youth Council, please check as appropriate. If this change affects an alternate, please check as appropriate.

Purpose of Change

If this is a new member, please check as appropriate. The member data in Section II will need to be completed. If a member is leaving, provide name of member in Section II. If a member's data changes (change of address, etc.), indicate under Purpose of Change in Section I and provide new data in Section II.

Section II: Member Data

Provide all information as required in this section.

Section III: WDB Sectors

Check all that apply.

Section IV: EAG Sectors

Check all that apply.

Signature of MWA Director and Date.

Please submit all completed forms to the Advisory Administration Unit of DLEG.

Change in Membership Form
Workforce Development Board (WDB)
Youth Council (YC)
Education Advisory Group (EAG)

Michigan Works! Agency (MWA) _____ MWA Letter _____

Section I. MEMBERSHIP CATEGORY:

Check all that apply:

____ **WDB Member** *(Check all applicable sectors in the box (es) below)*
 ____ **Chairperson** ____ **Alternate** for _____
 ____ **YC Member** *(Check all applicable sectors in the box (es) below)*
 ____ **Chairperson** ____ **Alternate** for _____
 ____ **EAG Member** *(Check all applicable sectors in the box (es) below)*
 ____ **Chairperson** ____ **Alternate** for _____

Purpose of change:

____ **New Member** – Replacing a former member
 Name of member leaving/being replaced: _____
 ____ **New Member** – Added to fulfill expanded requirements/Does not replace a former member
 ____ **Member Leaving** – Will not be replaced. **Name of Member:** _____
 ____ **Changes to Member Data Only**

Section II. MEMBER DATA:

Sector: _____
Name of Member: *(Title, First, Last)* _____
Job Title: _____
Company/Organization/Institution: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone Number: _____ **Fax Number:** _____
E-mail Address: _____
Term Time frame: _____

Section III. WDB

____ **Education**
 ____ **Organized Labor**
 ____ **Private Sector**
 ____ **Top 15**
 ____ **Rehabilitation Services**
 ____ **Economic Development**
 ____ **Public Assistant**
 ____ **Other (WDB)**
 ____ **CBO**
 ____ **Employment Service**

Section IV. EAG

____ **Local School District**
 ____ **Postsecondary Institution**
 ____ **ISD**
 ____ **Career and Technical Educator**
 ____ **Public School Parent**
 ____ **Academic Educator**
 ____ **WDB Member**
 ____ **Employer**
 ____ **Labor Representative**
 ____ **Other (EAG)**

MWA Director's Signature: _____ **Date:** _____
 OWD192 (3/2002)

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER

INSTRUCTIONS

This form must be completed for recertification and final approval by the Governor in accordance with the following instructions. When duplicating the form for additional member information, ensure the header is on all duplicate pages. Only official voting members need be presented.

- A. Title, Name and Title of Position: Starting with the WDB chair, provide the title (Mr., Ms., Mrs., or Dr.), name of each member, and his/her title or position in the organization represented (Human Resources Director).
- B. Name and Type of Organization: Indicate the name of the organization by which the individual is employed and the type of industry or organization represented, i.e., manufacturing, construction, mining, transportation, communications, utility, wholesale, retail, finance, insurance, real estate, or services, etc.
- C. Mailing Address, E-mail Address, and Phone/Fax Numbers: Include the mailing address, E-mail address, and telephone and facsimile number for each member, if available. Mailing addresses cannot be the address of the MWA area office.
- D. Chair: Indicate by placing an X in Column D.
- E. Employee: Indicate by placing an X in Column E for each member employed by the organization noted in Column B.
- F. Sector: Indicate the sector represented:

Private Sector – The majority of the WDB must be from the private sector.

Top 15 – Two of the private sector representatives must be employed by two of the largest businesses in the area.

Education - The education representative may be a salaried employee of an educational organization, or an elected or appointed member of an educational board.

Employment Service (ES) - An ES state staff person, an employer who is currently utilizing and has extensive background in utilizing ES services, or the WDB itself.

CBO - Community-Based Organization.

Economic Development - Economic Development Agency.

Organized Labor - Recognized state and local labor organizations or appropriate building trades councils.

Vocational Rehabilitation – (such as MRS).

Public Assistance Agencies - Federal, state, or local agencies that provide government cash payments for which eligibility is determined by a need or income test (Department of Human Services).

Department of Labor & Economic Growth – A current employee of the Michigan Department of Labor & Economic Growth.

Other - For other sectors represented, specify: - local government, or Bureau of Apprenticeship and Training, Michigan Department of Corrections, etc.

- G. Education Advisory Group (EAG) Member – Indicate if the member also serves on the EAG.
- H. Term Timeframe - Identify each member's term time frame: Month – Year to Month – Year, (01/04 – 12/06).
- I. Elected Official: Indicate if member is an elected official (county commissioner, mayor, or city council member).
- J. Vacant Position - If a position is vacant and became vacant within the last 60 days, the vacancy may count as a regular member for recertification purposes. If this situation applies, place the word vacancy where the member's name would appear, provide the sector information, and place the vacancy posting date (Month/Day/Year), in the term timeframe box.

Michigan Department of Labor & Economic Growth /Advisory Administration Unit
Workforce Development Board (WDB) Membership Roster
Calendar Year 2008

Workforce Development Board: _____
Contact Persons Name, Title, Telephone Number and E-Mail Address: _____

A. TITLE, NAME, AND TITLE OF POSITION	B. NAME <u>AND</u> TYPE OF ORGANIZATION	C. MAILING ADDRESS, E-MAIL ADDRESS, PHONE AND FAX NUMBER	D. CHAIR	E. EMPLOYEE	F. SECTOR												G. FAG MEMBER	H. TERM TIME FRAME	I. ELECTED OFFICIAL	J. VACANCY
					PRIVATE		EDUCATION	EMPLOYMENT SERVICE	CBO	ECONOMIC DEVELOPMENT	ORGANIZED LABOR	VOCATIONAL REHAB	PUBLIC ASSISTANCE	DLEG	OTHER					
						TOP 15														

YOUTH COUNCIL ROSTER

INSTRUCTIONS

The Youth Council Roster needs to be completed entirely, for those Youth Councils that are a subset of the WDB. If the local Youth Council is composed of the entire WDB or Education Advisory Group (EAG), it is not necessary to complete sections VI and higher. If the Youth Council is comprised of a subset of the WDB, then the Youth Council Roster must be completed in accordance with the following instructions. When duplicating the roster for additional member information, ensure the header is on all duplicate pages. Only official voting members need be presented.

- I. Identify the Michigan Works! Agency (MWA).
- II. Provide contact person's name and data.
- III. Check if Youth Council is composed of a subset of the WDB (does not include all WDB members.)
- IV. Check if Youth Council is the entire WDB.
- V. Check if Youth Council is the EAG.
- VI. Provide the Name and Title of each member, if the Youth Council is a subset of the WDB.
- VII. Provide the Institution/Organization of each member.
- VIII. Place an X to indicate the chair (and/or co-chairs).
- IX. Provide the sector this member represents on the WDB or EAG.

**Michigan Department of Labor & Economic Growth
Workforce Development Board
Youth Council Roster
CY 2008**

I. Michigan Works Agency:			
II. Contact Person's Name, Title, Telephone Number, and E-Mail Address:			
III. Check if Youth Council is a subset of the WDB.			
IV. Check if the Youth Council is the entire WDB			
V. Check if the Youth Council is the EAG.			
VI. Check if the Youth Council is structured other than what is listed above.			
VII. Name and Title of Member	VIII. Institution/Organization	IX. Chair	X. Sector

OWD194 (7/2007)

WDB COMPOSITION SUMMARY

INSTRUCTIONS

The following WDB Composition Summary form, indicating the actual number and percentage of representatives by sector, must be completed and submitted as part of the certification package. Minimum composition requirements are noted. A majority shall be private sector representatives and the combined representation of CBOs/organized labor shall constitute a minimum 15 percent of total membership.

In the first column indicate the number of current members in each sector. In the second column, indicate the percentage of the entire membership that this number constitutes.

**WORKFORCE DEVELOPMENT BOARD
COMPOSITION SUMMARY**

	Local Membership Composition		Minimum Requirements	
	#	%	#	%
Private Sector			NA	51%
Education			2	NA
ES			1	NA
CBO			1 minimum*	Combined 15%
Organized Labor			1 minimum*	
Economic Development			1	NA
Rehabilitation			1	NA
Public Assistance Agencies (DHS)			1	NA
DLEG			1	
Other				
TOTALS		100%	19 minimum	NA

OWD195 (3/2002)

*Minimum total of three, due to the minimum 15 percent requirement.

**DESIGNATED ALTERNATES ROSTER FOR WORKFORCE DEVELOPMENT
BOARDS (WDBs) and EDUCATION ADVISORY GROUPS (EAGs)**

INSTRUCTIONS

1. Indicate whether WDB or EAG alternates.
2. First column: Indicate the member for whom an alternate is designated.
3. Second column: Provide the name & title of the alternate member.
4. Third column: Provide the data for the alternate member.

Designated Alternates Roster
 ____WDB or ____EAG

Member	Designated Alternate	Designated Alternate Contact Information
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:
		Fax Number:
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:
		Fax Number:
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:
		Fax Number:

EDUCATION ADVISORY GROUP ROSTER

INSTRUCTIONS

This form must be completed for recertification and final approval of the EAG, in accordance with the following instructions. When duplicating the roster for additional member information, ensure the header is on all duplicate pages. Please note that there is a requirement for a non-WDB employer, and a WDB member. These are two distinct categories. Present only official voting members. Please provide the heading information, identifying the MWA, and the contact persons data.

- a. Column A: Name and title of each member. Designate Mr., Ms., Mrs., Dr.
- b. Column B: Name and type of organization.
- c. Column C: Address, telephone number, fax number, E-mail address, (if available).
- d. Column D: Designate the chair, or co-chairs, as appropriate.
- e. Sector/Category: Check which category the member is representing. For the Public School Parent category, please footnote the public school district their student attends.

Michigan Department of Labor & Economic Growth Advisory Administration Unit
Education Advisory Group Roster
Calendar Year 2008

Michigan Works! Agency: _____
Contact Persons Name and Title, Telephone Number and E-Mail address: _____

A. NAME AND TITLE OF MEMBER	B. NAME AND TYPE OF ORGANIZATION	C. MAILING ADDRESS; PHONE, FAX, AND E-MAIL ADDRESS	D. CHAIR	E. SECTOR/CATEGORY									
				1. WDB Member	2. Non-WDB Employer	3. Labor	4. Other EAG Member	5. EDUCATION					
								Local District	Post- Secondary Institution	CTE Admin.	Academic Educator	ISD	Parent*
		Address: Phone: Fax: E-mail:											
		Address: Phone: Fax: E-mail:											
		Address: Phone: Fax: E-mail:											
		Address: Phone: Fax: E-mail:											
		Address: Phone: Fax: E-mail:											